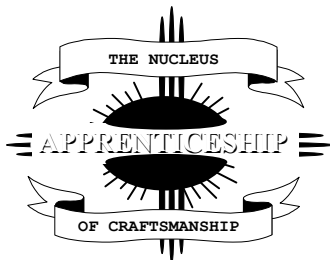




STANDARDS OF APPRENTICESHIP
adopted by

**NW OREGON AND SW WASHINGTON SHEET METAL
APPRENTICESHIP JATC**

<u>Skilled Occupational Objective(s):</u>	(sponsor)	<u>DOT</u>	<u>Term</u>
MARINE SHEET METAL WORKER		804.281-010	6,000 HOURS
RESIDENTIAL SHEET METAL WORKER & SERVICEMAN		804.281-010	6,000 HOURS
SHEET METAL SERVICE TECHNICIAN		804.281-010	9,000 HOURS
SHEET METAL WORKER		804.281-010	10,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:
APRIL 18, 1985

Initial Approval

By: ALAN LINK
Chairman of Council

APRIL 21, 2000
Addendum Amended

By: PATRICK WOODS
Secretary of Council

APRIL 21, 2000
Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS.

The following Standards of Apprenticeship, Clark & Skamania Washington Sheet Metal Workers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

1. GEOGRAPHICAL AREA COVERED:

Clark and Skamania counties.

2. MINIMUM QUALIFICATIONS:

All applicants shall meet the following minimum qualifications:

- Age: Must be at least 18 years of age.
- Education:
- a. High School graduate with 2.0 G.P.A. or equivalent GED test results of 255 G.P.A. minimum points, with a minimum score of 51 on each test, provide copy of test scores and high school transcripts.
 - b. Each applicant must have taken the following classes receiving a grade of "C" or better:

English	3 years
General Science	1 year
Geometry	1 year
 - c. Minimum of five (5) of the following subjects receiving a grade of "C" or better:

Mechanical Drawing	Biology
Chemistry	Physics
Algebra I	Algebra II
Trigonometry	Calculus
Shop I	Shop II

Note: One term or semester of college equals one (1) year high school.

- Physical: Must be able to perform work of the trade.
- Testing: N/A
- Other: None

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN

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A. Selection Procedures:

1. All applications will be made available at the Sheet Metal Training Center, 2379 NE 178th Avenue, Portland, Oregon. An application shall be made available to all interested.
2. All application blanks shall carry a serial number so that they can be accounted for. There will be a book or form in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the progress, by dates, and final disposition of each applicant.
3. Applications may be taken year around as individuals express interest or the Sponsor may designate specified intervals for the acceptance of applications.
4. Interviews will be granted to all who apply and meet the minimum qualifications.
5. Scores will be awarded as follows:

<u>Selection Interview Scoring</u>	<u>Points</u>
a. Grade Point Average (GPA)	2.0 GPA = 3 Points 2.5 GPA = 3.5 Points 3.0 GPA = 4 Points 3.5 GPA = 4.5 Points 4.0 GPA = 5 Points
b. Required Classes (5 classes required)	10 (2 points each class)
c. Each class above five required	2 Points each - maximum 10
d. Previous Sheet Metal experience	3 Points for each 6 month period for a maximum of 12 Points for 24 months
e. Pre-Apprentice experience	3 Points for each 3 month period for a maximum of 12 points for 16 months.
f. Attitude	5 minimum to 10 maximum
g. Interest	5 minimum to 10 maximum

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h. Maturity 5 minimum to 10 maximum

6. Selection from Sponsors Scores:

- a. The sponsor will establish, in advance of each process, the number of new apprentices to be accepted. This will be based upon the needs of the Sheet Metal Industry as projected from reliable trends.
- b. Selection of individuals from the list of applicants will not be done until all interview sessions are complete.
- c. The actual selection of individuals will be made by accepting from the top of the list by Sponsor's scores the number previously decided upon. Should there be a tie for last place, all who are tied will be accepted.
- d. All who meet the minimum qualifications and have not placed in the number previously decided upon will be placed on a pool of eligible for two years.

7. Re-employment Statement:

The Sponsor shall provide all unemployed apprentices an opportunity to be re-employed prior to selecting new apprentices.

8. Exceptions:

- a. Where the number of applicants meeting the qualification requirements is greater than the number of job openings, the applicants will be ranked on the basis of academic grades, previous work experience, and interview scores as indicated above.
- b. Experienced apprentices who gained their experience in a registered program shall be permitted to return to the program and pick up their training where they left off within three years. After three years they must apply as beginning apprentices. After acceptance they will be allowed to challenge classes previously taken and advance accordingly.
- c. Applicants for apprenticeship who establish a minimum of one year valid previous experience creditable to the term of apprenticeship and who meet the minimum qualifications, may, at the discretion of the Sponsor, be registered as apprentices. They will be allotted 2,000 work hours (OJT). Class credit will be at the discretion of the JATC after they review any documentation presented by the applicant.

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- d. If an Employer has not participated in the training of an Apprentice for at least two year prior to seeking entry or re-entry into the Apprenticeship, they may select as their initial apprentice those bona fide employees who meet the minimum qualifications for entry into the Sheet Metal Apprenticeship and have been on their payroll for at least three month prior to the employer's application.
- e. An employee of a non-signatory employer not qualifying as a journey person when the employer becomes signatory will be evaluated by the JATC and registered at the appropriate period of apprenticeship of Pre-apprenticeship based on previous work experience and related training.
 - 1. The applicant will provide all transcripts (high school and post high school) to the JATC Office. If the applicant does not have the required qualifications, they will be required to take the appropriate percentage of classes to become qualified along with the apprentice classes to reach their next rate.
 - 2. Applicants must take at least one qualifying class within each six month period. All classes must be passed with a "C" or better to qualify.
 - 3. The JATC shall prescribe the order in which the classes are to be taken.
 - 4. The JATC will evaluate the applicant and register them at the appropriate period of apprenticeship based on work experience and related training.
- 9. Selection "on the basis of qualifications alone" means that apprentices are chosen from those applicants meeting the minimum qualifications for the Sheet Metal Trade solely on the basis of their qualifications compared to those of other applicants. Objective standards by which comparative qualifications will be determined are:
 - High School diplomas or equivalent
 - Physically able to perform the work
 - High School and post High School grades, previous work experience, and interviews
- 10. All records of the selection process will be kept and made available to the Council or their Representative upon request. Such records will be maintained for at least five years.
- 11. Dissemination of Information:
 - a. There shall be at least thirty days of public notice in advance of the earliest date for application for admission to the apprenticeship

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program. The public notice shall be disseminated in accordance with the Sponsor's Affirmative Action plan. The Sponsor shall establish a reasonable period but in no even less than two weeks for accepting applications for admission to the apprenticeship program. The Sponsor will allow two additional weeks after closing applications for supporting documentation to be submitted.

- b. If the program receives applications throughout the year, the notice referred to in (a) above shall be regularly disseminated, but not less than semi-annually.
- c. If the program receives applications throughout the year, the applicants interviewed, scored and put on the pool of eligibles every three months.

B. Affirmative Action Plan:

- 1. Affirmative Action is defined as a method of eliminating the effects of past and present under representation, intended or unintended, that are evident by analysis of present employment selection patterns, practices or policies.
- 2. In addressing these issues, the Committee's efforts will include, but not limited to:
 - a. Maintain frequent and ongoing visits with organizations that represent women and minorities.
 - b. Participate in annual workshops and other activities designed to familiarize women and minorities with the Sheet Metal Apprenticeship and Industry.
 - c. Continue to document good faith, on-going affirmative action activities and to review and up-date those activities on an annual basis for effectiveness.
 - d. Advertise program openings in media directed to potential female and minority applicants.
 - e. Continue our School to Work program and formally target women and minorities in high school programs to familiarize them with the Sheet Metal Industry and to prepare them for the minimum qualification requirements.

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- f. Continue to target women and minorities for entrance to our Pre-Apprentice program and to aid them in getting qualified for the Apprentice Program.
- 3. The Committee will adopt the following practices to aid recruitment of women and minorities into the Sheet Metal Industry
 - a. Establish a formal working relationship with community based and educational organizations to determine how to enhance our current outreach and recruitment to women and minorities.
Examples of these agencies are:
 - 1. Urban League
 - 2. B-Fit
 - 3. The Oregon Tradeswomen Network
 - 4. Washington State Employment Security Department
 - 5. Clark College
 - 6. Clark County Vocational Skill Center
 - 7. Oregon State Human Resources
 - 8. Mount Hood Community College Women's Resource Center
 - b. Establish a support group of women and minorities to work with Apprentices, Pre-Apprentices, and applicants to promote affirmative action in the Industry.
 - c. Establish a formal support group for female and minority Apprentices and Pre-Apprentices.
 - d. The Committee will continue to make the Training Center available to schools and community groups to enhance our public recognition.
 - e. The Training Center will continue to put on work shops for high school counselors, teachers, and principles to make them aware of the Apprenticeship program and available opportunities.

4. **TERM OF APPRENTICESHIP:**

The terms of apprenticeship are as follows:

Sheet Metal Worker	10,000 hours of employment
Sheet Metal Service Technician	9,000 hours of employment
Marine Sheet Metal Worker	6000 hours of employment
Residential Sheet Metal Worker & Serviceman	6000 hours of employment

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5. PROBATIONARY PERIOD:

Sheet Metal Worker	Not to exceed 2000 hours of employment
Sheet Metal Service Technician	Not to exceed 1800 hours of employment
Marine Sheet Metal Worker	Not to exceed 1200 hours of employment
Residential Sheet Metal Worker & Serviceman	Not to exceed 1200 hours of employment

6. RATIO OF APPRENTICES:

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one journey-level worker in full employment on the job. Additional apprentices are authorized at the rate of one (1) to three (3) additional journey-level workers.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270(2)(c):

A. Sheet Metal Workers:

1st	1000	hours 50%	of the journey-level worker rate
2nd	1000	hours 55%	of the journey-level worker rate
3rd	1000	hours 60%	of the journey-level worker rate
4th	1000	hours 65%	of the journey-level worker rate
5th	1000	hours 70%	of the journey-level worker rate
6th	1000	hours 75%	of the journey-level worker rate
7th	1000	hours 80%	of the journey-level worker rate
8th	1000	hours 80%	of the journey-level worker rate
9th	1000	hours 90%	of the journey-level worker rate
10th	1000	hours 90%	of the journey-level worker rate

B. Sheet Metal Service Technician:

1st	900	hours 50%	of the journey-level worker rate
2nd	900	hours 55%	of the journey-level worker rate
3rd	900	hours 60%	of the journey-level worker rate
4th	900	hours 65%	of the journey-level worker rate
5th	900	hours 70%	of the journey-level worker rate
6th	900	hours 75%	of the journey-level worker rate
7th	900	hours 80%	of the journey-level worker rate
8th	900	hours 80%	of the journey-level worker rate
9th	900	hours 90%	of the journey-level worker rate
10th	900	hours 90%	of the journey-level worker rate

C. Marine Sheet Metal Worker:

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1st	1000	hours 50%	of the journey-level worker rate
2nd	1000	hours 60%	of the journey-level worker rate
3rd	1000	hours 70%	of the journey-level worker rate
4th	1000	hours 80%	of the journey-level worker rate
5th	1000	hours 85%	of the journey-level worker rate
6th	1000	hours 90%	of the journey-level worker rate

D. Residential Sheet Metal Worker & Serviceman:

1st	1000	hours 50%	of the journey-level worker rate
2nd	1000	hours 55%	of the journey-level worker rate
3rd	1000	hours 60%	of the journey-level worker rate
4th	1000	hours 70%	of the journey-level worker rate
5th	1000	hours 80%	of the journey-level worker rate
6th	1000	hours 90%	of the journey-level worker rate

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8. WORK PROCESSES:

A. Sheet Metal Worker: D.O.T. #804.281-010 Hours

The sheet metal apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to a sheet metal apprenticeship. The following work practices should be included in each and every apprentice's work experience.

1.	Fabrication and assembly.....	3500
2.	Installation and/or erection	4600
3.	Layout	900
4.	Miscellaneous	1000

TOTAL HOURS: **10,000**

The Apprenticeship Committee shall determine if an apprentice has received sufficient practical experience in the work to be advanced.

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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B. Sheet Metal Service Technician DOT #804.281-010 Hours

The sheet metal apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to a sheet metal apprenticeship. The following work practices should be included in each and every apprentice's work experience.

1. Service of heating systems and air conditions3500
2. Control installation1500
3. Installation of heating air unit500
4. Operation of hand and machine tools500
5. Special installation and specialty work.....500
6. General sheet metal work500
7. Air Balance500
8. Soldering, welding, brazing500
9. Energy management.....500

TOTAL HOURS: 9000

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C. Marine Sheet Metal Worker: D.O.T. #804.281-010 Hours

The Marine Sheet Metal apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the marine sheet metal trade. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to a marine sheet metal worker apprenticeship. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

- 1. Shop2000
 - a. Fabrication of marine ventilation
 - b. Fabrication of marine joiner work
 - c. Marine and related welding

- 2. Outfitting.....4000
 - a. Installation of marine ventilation
 - b. Installation of marine joiner work

TOTAL HOURS: **6000**

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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D. Residential Sheet Metal Worker & Serviceman: D.O.T. #804.281-010 Hours

The residential sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the residential sheet metal trade. They shall also perform such other duties in the shop and on the job as are commonly related to the residential sheet metal trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Apprenticeship Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1.	General sheet metal work	750
2.	Operation of hand tools.....	700
3.	Heating and ventilation	1250
4.	Air conditioning	1000
5.	Solar heating and cooling	250
6.	Service of heating/air conditioning systems	1000
7.	Control installation	500
8.	Guttering and spouting.....	550

TOTAL HOURS: **6000**

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade, as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical college
 - (X) Community College
 - (X) Training trust
 - () Other (specify)
- C. Hours 192 minimum
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures)
- E. A first aid card inclusive of CPR training is required in the first year, must be maintained and a current first-aid card must be in the apprentice's possession upon graduation. This first-aid training will be separate, apart, and in addition to the required related instruction.

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. After careful evaluation, the Committee makes the determination regarding credit for school time and/or for previous experience and registers the apprentice accordingly.
- B. Apprentices will work the same hours as journey-level workers and at all times with recognized journey-level workers. In assigning work to apprentices, due consideration shall be given to the time necessary to develop a skill in all of the trade operations.
- C. Policy on Harassment.

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It is the policy of the Sheet Metal Workers Joint Apprenticeship and Training Committee (J.A.T.C.) that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide a workplace or training site free from harassment of any kind, including but not limited to sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability or association with anyone of a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and training.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

It is through the adoption of this policy that the J.A.T.C. serves clear notice of their intent to enforce, 29 CFR, Part 30, to the fullest extent possible, according to the United States Code, Code of Federal Regulations, and Washington State Law.

D. Policy on Discrimination.

The Sheet Metal Workers Joint Apprenticeship and Training Committee (J.A.T.C.) hereby reaffirms its policy and absolute support for Affirmative Action and Equal Employment Opportunity. Further, the J.A.T.C. asserts its policy of no tolerance for discrimination, sexual harassment or harassment of any form in the work environment. The J.A.T.C. recognizes that harassment of any sort in the work environment detracts from the goal of optimizing the utilization of apprentices and trainees; their skills and talents. Discrimination, sexual harassment and harassment of any form are disruptive to good business practices.

Discrimination (and sexual harassment or harassment of any sort) is defined as any act that is directed at an individual because of their protected class status under the law and has a negative impact on an apprentices program status, progress or completion

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Additionally, guidelines established by the Equal Employment Opportunity Commission provides that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicate a term or condition of an individual's employment and/or training.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

Should the J.A.T.C be made aware of individual, apprentice, or training agent's failure/refusal to ensure a work environment free from discrimination (as defined above), the J.A.T.C. shall take such action as necessary to attain acceptable performance from the individual, apprentice or training agent's include any reasonable action up to and including cancellation of the individual, apprentice or Training Agent's agreements.

When a complaint of discrimination (as defined above) is found to be valid in the various disciplinary options the J.A.T.C. will exercise when it is an employer, apprentice or individual responsible for the discriminatory behavior(s) or permitting the discriminatory behavior(s)...

This may include but not be limited to:

...for the employer, revocation of their training agent status, and/or establishment of a probationary period of a determined length of time and/or prohibiting an employer during their probationary period from engaging additional apprentices or employing apprentices;

...for the apprentice, such disciplinary action as determined appropriate up to and including cancellation from the program;

...for individuals associated with the program, such action as may be determined appropriate up to and including prohibition from involvement with apprentices for who the committee is responsible.

E. Complaint Procedure:

- a. Any applicant or apprentice who believes that he/she has been discriminated against in any way may file a complaint in writing with the Council or their representative.

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- b. The complaint shall be processed in accordance with the administrative rules of the Council.

F. A valid drivers license may be requested upon obtaining employment.

11. COMPOSITION OF COMMITTEE AND ALTERNATES:

The Apprenticeship Committee shall be composed of members representing employers of sheet metal workers representative of the industry and members representing the Sheet Metal Workers Local Union No. 16.

The Employer Representatives Shall Be:

Douglas E. McQuown, Chairman 2310 NE Columbia Blvd. Portland, OR 97211	Jim Hanset 2120 NE Argyle St. Portland, OR 97211
Robert Carlton 740 N Knott Portland, OR 97227	Dave Loescher 2920 22nd Street SE Salem, Or 97302

The Employee Representatives Shall Be:

Stan Bjorklund, Secretary 2379 NE 178th, Suite #16 Portland, OR 97230	Lydia Shevchuck 1315 Monroe Oregon City, OR 97045
Stephen Foster 164 Integra Avenue SE Salem, OR 97306	Phil Sunderlin 740 N. Knott Portland, OR 97227
Glen Larimer, Alternate 3366 SE Vineyard Milwaukie, OR 97267	

12. SUBCOMMITTEE: None

13. TRAINING DIRECTOR/COORDINATOR:

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Jerry A Galarneau
2379 NE 178th Ave.
Portland, OR 97230